Program Evaluation Guide   Section: Employee Relations

Division/Facility/School:

Evaluator: Evaluation Date:

Protocol

Check Yes or No, if applicable

- Entrance discussion with Human Resources Manager and Employee Relations Specialist, if applicable
- __Yes or __No

- Exit discussion with Human Resources Manager and Employee Relations Specialist, if applicable
- __Yes __No

Ratings
Affirm proficiency or need for improvements with appropriate statements of fact. When applicable, yes and no responses are acceptable. Keep comments concise and specific as possible if an explanation is required, especially comments regarding "Needs Improvement".

Policy Review

- Disciplinary and grievance policies, amendments, and dissemination

☐ *Proficient*

☐ *Needs Improvement*

- Directive III-8

☐ *Proficient*

☐ *Needs Improvement*

- Directive III-9

☐ *Proficient*

☐ *Needs Improvement*

- Workplace harassment policies and procedures

☐ *Proficient*

☐ *Needs Improvement*

Policy Review

- DHHS disciplinary guidelines

☐ *Proficient*

☐ *Needs Improvement*

- Educator disciplinary and grievance guidelines

☐ *Proficient*

☐ *Needs Improvement*

- State Personnel policies and dissemination

☐ *Proficient*

☐ *Needs Improvement*

Technical Review

- Check documentation system

☐ *Proficient*

☐ *Needs Improvement*

- Review employee visit logs and files

☐ *Proficient*

☐ *Needs Improvement*

- Review recent grievances involvement

☐ *Proficient*

☐ *Needs Improvement*

- Review recent EEO RFI documentation

☐ *Proficient*

☐ *Needs Improvement*

- Check grievances tracking system entries

☐ *Proficient*

☐ *Needs Improvement*

Technical Review

- Unemployment insurance manual

  ☐ *Proficient*

  ☐ *Needs Improvement*

- Review recent unemployment insurance cases

  ☐ *Proficient*

  ☐ *Needs Improvement*

- Review training and orientation materials

  ☐ *Proficient*

  ☐ *Needs Improvement*

- Exit interview data reviews

  ☐ *Proficient*

  ☐ *Needs Improvement*

- Employee recognition data reviews

  ☐ *Proficient*

  ☐ *Needs Improvement*

- EAP referral documentation reviews

  ☐ *Proficient*

  ☐ *Needs Improvement*

- Disciplinary action/personnel file review

  ☐ *Proficient*

  ☐ *Needs Improvement*

- PD-105 documentation on suspensions, dismissals, etc.

  ☐ *Proficient*

  ☐ *Needs Improvement*

Administrative Review

- Job descriptions

☐ *Proficient*

☐ *Needs Improvement*

- Work plan/development plan

☐ *Proficient*

☐ *Needs Improvement*

- Written goals and objectives

☐ *Proficient*

☐ *Needs Improvement*

- Training attended/conducted

☐ *Proficient*

☐ *Needs Improvement*

Summary of Findings

Employee Mentoring (*Outline areas where improvement is needed.)*

Benchmark Practices